



# PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics*

*Salem, OR                      Bend, OR  
Longview, WA                      Camp Rilea (Warrenton, OR)*



## NOTICE OF VACANCY

1. <u>Announcement Number</u>  <b>T38H-05-127-JB</b>	2. <u>Title, Series, Grade, Salary</u>  <b>Lead Medical Instrument Technician (Polysomnography) GS-649-8 \$39,245 to \$51,014 per annum</b>	3. <u>Tour of Duty</u>  <b>9am to 7:30pm M-Th</b>	4. <u>Duty Station</u>  <b>Sleep Lab, Pulmonary Section, Division of Hospital &amp; Specialty Medicine, Portland OR Division</b>
5. <u>Type &amp; Number of Vacancies</u>  <b>Permanent 1 Full-time position</b>	6. <u>Contact</u>  <b>Tracy Neelands 503-220-8262 x 57796</b>	7. <u>Opening Date</u>  <b>4/11/05</b>	8. <u>Closing Date</u>  <b>Until Filled 1<sup>st</sup> consideration date 4/25/05</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.

### MAJOR DUTIES:

The incumbent will function as the Lead technologist in the Sleep Disorders Lab. Conducts a variety of polysomnography tests. Prepares, calibrates, interfaces, and operates all equipment used in polysomnographic procedures. Explains procedures, and positions patient to insure patient comfort for optimal recording of EEG. Monitors patient, diagnostic equipment, recording and video equipment throughout the night; obtains artifact-free data and tracings. Removes electrodes and transducers from patient upon termination of study. Distinguishes artifactual and cerebral sources of encephalographic findings. Recognizes sleep apnea, sleep movements, nocturnal seizures, and parasomnias such as nocturnal myoclonus and rapid eye movement (REM) behavior; makes adjustments in recording parameters to optimize performance of sleep studies. Instructs trainees and fellows in polysomnography techniques. Performs operator maintenance of EEG equipment. Calibrates and maintains in proper working order complex respiratory equipment such as mechanical ventilators, oxygen analyzers, pulse oximeters, capnographs, respirometers, blood gas analyzers, co-oximeters, and percussors. Applies a good understanding of the basics of aseptic technique to avoid infection of patients and self, utilizing universal precautions. Maintains established stock levels of supplies and assists with the ordering and pick up. Greets patient and reviews study process. Prepares and organizes patient rooms with supplies and equipment required for appropriate polysomnographic procedure and electrode application. Acts as shift leader and prepares patient assignments for other therapists, dividing workload and assigning other tasks as necessary. Makes independent judgment about coverage of emergency situations within guidelines provided by supervisor.

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-649 series applies and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment are applicable.

**Specialized Experience:** Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

**Substitution of Education for Experience:** Graduate education or an internship meets the specialized experience required above GS-5 *only* in those instances where it is directly related to the work of the position. One full year of graduate education meets the requirements for GS-7. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

## **BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))**

***On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:***

1. Ability to provide leadership to other Sleep Disorders staff, including technical and administrative.
2. Ability to perform polysomnographic testing ranging from standard to advanced studies.
3. Ability to operate polysomnographic equipment, including EEG, EFG, Pulse oximetry, airflow monitors, strain gauges, CPAP, and BiPAP.
4. Ability to troubleshoot equipment problems and abnormal tracings and take appropriate corrective action.
5. Ability to review and score polysomnograms with respect to sleep stages.
6. Ability to use Windows-based computer operating systems associated with testing and scoring sleep studies.
7. Ability and experience with working with difficult CPAP patients during the day to facilitate therapy and desensitization with CPAP.

## **VACANCY ANNOUNCEMENT INFORMATION SHEET**

### **CONDITIONS OF EMPLOYMENT:**

This is an Excepted Appointment. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive Order, or by OPM regulation (5 USC 2103 and 5 CFR part 213). Public law No. 108-170 converts this occupational series from the competitive civil service to the Hybrid Title 38 employment system.

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

A drug test may be required for an applicant who is tentatively selected.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38USC 7402(d) and 7407(d).

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

### **HOW TO APPLY:**

**Portland VAMC employees** should submit a completed VAF 4078 to Human Resources Management Division, Portland Division, Building 16 Room 300 no later than **Close of Business (COB) on 4/25/05** for first consideration. Employees supplemental form VAF 4676a and Supervisory supplemental form VAF 4667b must be completed and returned to above location no later than **COB on 4/25/05** for first consideration. This position will be open until filled.

**Other VA Employees** must also submit in addition to the above mentioned supplemental forms, a [VA Form 10-2850c, "Application for Associated Health Occupations."](#), Resume or CV, [OF-306, "Declaration for Federal Employment"](#), latest SF-50, Notification of Personnel Action, and latest performance appraisal to be received in Human Resources at the address below no later than **COB on 4/25/05** for first consideration. This position will be open until filled. Application forms may be obtained in your Human Resources Office or on our external website, [www.va.gov/portland/hr](http://www.va.gov/portland/hr).

**Non VA Applicants** may apply by submitting the following forms/documents to the Portland VA Medical Center, P4HRMS, **ATTN Announcement T38H-05-127-JB**, PO Box 1034, Portland, OR 97207, to be received no later than **COB on 4/25/05** for first consideration, or brought in person to Human Resources, Bldg 16 Rm 300, Portland VA Medical Center, 3710 US Veterans Hospital Road, Portland, OR 97239 by the **COB on 4/25/05** for first consideration. This position will be open until filled. Application forms may be obtained in our Human Resources Office or on our external website, [www.va.gov/portland/hr](http://www.va.gov/portland/hr).

1. [VA Form 10-2850c, "Application for Associated Health Occupations."](#)
2. Resume or CV
3. [OF-306, \(Declaration for Federal Employment\)](#) (January 2001 version or later).
4. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
4. Veterans Preference:
  - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (FOR 5 POINT Veteran's Preference).
  - b. [SF-15, \(Application for 10-point Veteran Preference\)](#)
  - c. VA letter of service-connected disability rating dated within the last 12 months.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. A copy of your college transcripts (Optional unless education is required).

**APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

**IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**